

DEPARTMENT OF SOCIAL SERVICES  
JOB OPPORTUNITY  
**SOCIAL SERVICES LEAD INVESTIGATOR**  
**Office of Quality Assurance – FRAUD DIVISION**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

The Department of Social Services is seeking skilled investigation professionals who have the training and experience to handle a challenging caseload of investigations in the **Fraud Division**. Travel on a regular basis to conduct client field visits, DSS sub-offices, state courts, as well as to other administrative state agencies is required.

**Open To:** DSS Employees Only

*Applicants must have taken and passed the current state of CT examination #0151390 (expires 10/27/15) for Social Services Lead Investigator to qualify for this posting. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for these vacancies.*

**Location:** Hartford Regional Office, 3580 Main Street, Hartford, CT  
**Job Posting No:** #97843  
**Schedule:** Monday – Friday: 8:00am – 4:30pm  
**Bargaining Unit:** P-2  
**Salary Range:** \$57,495 to \$71,550  
**Closing Date:** December 26, 2014

**Essential Responsibilities:**

The Lead Investigator in the **Fraud Division** serves as a highly skilled technical resource that handles difficult, unusual or more complex cases **and** provides functional support to the supervisor as well as serving as a working supervisor when needed or as required.

**Qualifications:**

The primary responsibilities of this position require that applicants must demonstrate considerable knowledge and skills in fraud investigations and be fully versed and proficient in interview and investigation methods & techniques with a thorough understanding of court procedures as well as the preparation of related legal instruments with the ability to effectively train and supervise unit employees in these areas.

Extensive knowledge of and ability to analyze, interpret and apply laws, statutes, regulations, & policies is critical.

Successful applicants must also demonstrate the ability to build strong working relationships with other agencies, judiciary and legal representatives, third party providers, and DSS staff to ensure the alignment and support of business needs, objectives, goals, and operating priorities.

Applicants must demonstrate the ability to handle sensitive and confidential situations with diplomacy. These positions also require effective organization & time management skills with a high degree of adaptability & flexibility. Applicants must be self-starters with the ability to work independently, have strong analytic skills with attention to detail and a record of solid decision making & good judgment. Significant oral and written communications skills are required.

Proficiency in the navigation and use of the DSS Eligibility Management System (EMS) is required. Experience in the use of Microsoft Office tools such as Word, EXCEL, Access & PowerPoint is preferred.

***Note: The filling of this position will be in accordance with State reemployment/SEBAC, transfer, promotion, and merit employment rules.***

**Application Instructions:**

Candidates who meet the above requirements should forward a completed State of Connecticut Application for Examination or Employment (CT-HR-12). The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources website at: [www.das.state.ct.us/exam/default.asp#APPLICATION FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION FORMS). Please **mail or fax** your completed State of Connecticut Application for Examination or Employment (CT-HR-12), cover letter and your latest two (2) Performance Appraisals to:

**Kelly Geary, Principal Human Resources Specialist**  
**Department of Social Services**  
**55 Farmington Avenue – 5<sup>th</sup> Floor**  
**Hartford, CT 06105**  
**Facsimile (860) 951-2979**

**\*APPLICATIONS MUST BE RECEIVED BY FRIDAY, DECEMBER 26, 2014 \***

**~PLEASE BE ADVISED THAT HAND-DELIVERED APPLICATIONS WILL NOT BE ACCEPTED~**

**\*ALL APPLICATIONS SENT VIA MAIL SHALL BE SENT IN DUPLICATE\***

**An Equal Opportunity / Affirmative Action Employer**

*The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.*